Objective

To obtain a position that will allow me to use my educational tools, management experience, and my life challenges to enhance an organization. On paper I may look average or even dated, but I assure you I am nothing of the sort. What I can bring to your organization will set your school apart as well as a head of the rest.

Profile

Motivated, personable business professional with a Bachelor’s Degree in Business Administration and a history of small business ownership. Talent for quickly mastering technology. I graduated Cum Laude from Owens Community College in 2012 and Magna Cum Laude from Tiffin University with a Bachelor’s Degree in Business Administration with a focus on Organizational Management in May of 2014. I am diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of managing multiple employees and being driven by excellence.

Flexible and versatile and able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

|  |  |  |
| --- | --- | --- |
| * Project Management
* Report Preparation
* Employee & Player Coaching
* Recruiting
* Design and implementation of operational procedures
 | * Computer Savvy
* Customer Service
* Scheduling
* Marketing & Sales
* Supervising, training and managing
* Organizational Scheduling & Travel
 | * Billing
* Accounting
* Payroll
* General Office Skills
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Professional Experience

DIRECTOR OF FOOTBALL OPERATIONS (INTERNSHIP)

• Provides administrative services to the Head Football Coach in matters relating to the football program and coaching staff.

• Assist with the coordination of team travel to include airline and hotel reservations, meals, buses, etc. along with setting up travel arrangements for recruits

• Assist with Summer Camps and Clinics

• Keeps abreast of new NCAA regulations and relates or translates information as it affects football operations

• Assisting with recruiting operations

• Assisting with the administrative aspect of recruiting

• Assuming other duties as assigned by the Head Football Coach and Director of Intercollegiate Athletics

• Saved the Athletic Department over $1,000 on team travel for 1 game

SUBSTITUTE TEACHER

• Read and understand curriculum and lesson plans prior to heading to class

• Refer to the lesson plan left by lead teacher and ensure that appropriate measures are taken to follow it

• Ensure that classroom instruction is handled according to the school’s policies, goals and objectives

• Establish and maintain classroom behavior and order

• Collect and correct students’ papers and assignments according to the procedures of the school

• Return corrected or graded papers to students and make sure that they understand the grading system

• Hand out instructional materials to students and make sure that they are handled with care

• Follow up on any instructions left for the lead teacher and ensure that they are followed appropriately

NIGHT AUDITOR

• Ran daily credit card transactions through a settlement process

• Recorded revenue totals for cash, checks, and credit card transactions

• Generated automated accounting reports for the manager's review

• Settled corporate accounts and sending reports to those entities for billing purposes

• Ran the computer back-up systems

• Handled 3rd party reservations and ensured proper processing

 ASSISTANT VARSITY BASEBALL COACH

• Encouraged the development of psychological, social, and mental skills necessary for the student athletes to be successful in the classroom, on the field, and in future endeavors

• Worked with selected athletes on various game day situations

• Developed line-ups, game strategies, individual work-out &practice needs for various student athletes

• Developed detailed practice plans and schedules, Held open gym sessions and practice sessions in the absence of the Head Coach

• Worked one on one with the catchers and setup development plans for each

• Assisted in the organization and implementation of summer camps, and the after season award banquets

• Reported all scores and stats to local media outlets

• Set the team up on mobile apps like Game Changer and Max Preps

• Helped in the recruitment process of players

 DIRECTOR OF OPERATIONS

• Achieved and exceeded sales and profit targets

• Managed the store’s controllable categories on the store’s profit and loss statement

• Achieved personal sales and profitability goals set by myself for the stores over all growth

• Recruited, hired, and retained our top tier talent

• Managed the day to day operations of the business

• Coached and counseled employees

• Completed payroll; from reviewing timesheets, calculating pay, paying taxes, & printing checks

• Pulled daily sales reports, batch sales machine on daily basis, balanced cash drawer daily & made daily deposits

Employment History

 Ohio Northern University

 Director of Football Operations Ada, OH

 Internship April 2016- Present

Midwest Educational Service Center

 Hardin Northern Schools Kenton, OH

 Substitute Teacher July 2015- Present

 Stay at Home Dad Ada, OH

 September 2005- Present

 The Inn at Ohio Northern University Ada, OH

 Night Auditor September 2013-May 2014

 Ada High School Ada, OH

 Assistant Varsity Baseball Coach January 2012-September 2013

 Curtis and Company LLC DBA Ada, OH

 Ada Radio Shack Franchise Store September 2002-September 2005

 Co-Owner/ Director of Operations

Education

TIFFIN uNIVERSITY Tiffin, OH
Masters of Business Administration, GPA: 3.96/4.0
Expected Graduation Fall 2016

TIFFIN uNIVERSITY Tiffin, OH
Bachelors of Business Administration, GPA: 4.0/4.0
Concentration in Organizational Management Graduated Magna Cum Laude

owens community College Findlay, OH
Associate’s Degree in Business Management Technology GPA: 3.67/4.0

Phi Theta Kappa Graduated Cum Laude

**Volunteer Work**

 Hardin Northern Youth Football, Volunteer Coach-2015

 *Offensive and Defensive Line Coach*

 Bluffton Bucs Youth Football, Volunteer Coach-2013

 *Offensive and Defensive Line Coach*

Ada Bulldogs Youth Football, Volunteer Coach-2012

 *Offensive and Defensive Line Coach*

 Ada Varsity Baseball, Volunteer Coach -2012

 *Developed hitting skills, pitching, and in and out field defense*

 Ada Diamond Association Tee-Ball, Volunteer Coach-2010

 *Head Coach; organized team and laid foundation of fundamental skills*